



## My Learning Plan Instructions Packet

**CREATE CONTACTS...** YOU WILL NEED TO INSTRUCT YOUR STAFF ABOUT LOGGING IN & UPDATING THE USER PROFILE INFORMATION IN SECTION I.

**CREATE CONTACTS...** YOU WILL NEED TO INSTRUCT YOUR STAFF ABOUT THE LEARNING PLAN TAB AND THE REGISTRATION PROCESS IN SECTION II .

**CREATE CONTACTS...** YOU WILL NEED TO INSTRUCT YOUR STAFF ABOUT CHECKING THE STATUS OF THEIR ACTIVITIES IN MY REQUESTS IN SECTION III.

**CREATE CONTACTS...** YOU WILL NEED TO INSTRUCT YOUR PRINCIPAL ABOUT APPROVING TEACHERS FOR TRAINING IN SECTION IV.

## **Follow-up for CREATE contacts & the back-up person:**

1. You will go back to your school and get a list from your principal of the people who will need Infinite Campus training.
2. Train these people HOW TO LOG INTO MY LEARNING PLAN (etc.) and register for the appropriate **\*Infinite Campus** training course.
3. Have them sign-in on an Inservice Component Completion Report (<http://www.sbac.edu/~wpops/forms/StaffDevelopment/index.html> --- CRE 078.009) for the training at your school.
4. Assign THEIR follow-up which will be --- print the screen that confirms they have registered for **Infinite Campus** training through MyLearningPlan.
5. Collect their follow-up.
6. Award those who complete their follow-up 2 points: Component # is 3-003-007.
7. Send A PHOTOCOPY of the Inservice Component Completion Report to **Joyce Thompson, Manning Annex**.
8. Send the original Inservice Component Completion Report (and yellow copy if you use the NCR form) to Janet Simpkins, CREATE office, Kirby-Smith Building WITH the bubble sheets. Keep a copy (the pink copy if you use the NCR form) with the follow-up documentation (see #4 & #5 above) at your school.

When Joyce receives the PHOTOCOPY of the Inservice Component Completion Report (see #7) you will get your points (3).

When Janet gets the original Inservice Component Completion Report from your school, your newly trained staff will get their points (2).

**DEADLINE TO TRAIN YOUR STAFF-- April 25, 2008**

**DEADLINE TO SUBMIT DOCUMENTATION TO Joyce-- April 30, 2008**

\*Remember that your staff must register for **Infinite Campus** training through MyLearningPlan before April 25th --- even if the training will occur this summer.